

North Maharashtra University, Jalgaon

Syllabus

for

F.Y.B.A. (Computer Science)

(Semester – I & II)

W.E.F.2009-2010

Subject

Introduction to Computers and Applications

North Maharashtra University, Jalgaon.

Syllabus for F.Y.B.A.(computer)

(W.E.F.2009-2010)

Subject:- Introduction to Computers and Applications

Objective of course:- The students should get familiarize with computers and related terms. The course provides the basic knowledge about computers, its covers the overview of a computer system. The course covers MS-Word, which is essential for the beginners and the general users of computers. The course makes the student capable for independent general use of computer.

Structure of course:-

The Syllabus is divided in two semester the structure is as fallows

Semester	Content of Course	Periods	Internal Marks	External Marks	Total Marks
Semester - I	Theory	45 Periods	10	40	50
Semester - II	Practical	12 Practical , 4 periods per practical	10	40	50

N.B. The theory should be teach i Semester - I n first semester and the in the second semester **practicals based on this theory** should be conducted.

Format of the Annual Examination Question Paper

Total Marks 40

Q.1 Long answer question Any TWO out of THREE. [10Marks]

Q.2 Long answer question Any TWO out of THREE. [10Marks]

Q.3 Long answer question Any TWO out of THREE. [10Marks]

Q.4 Short answer question Any FIVE out of EIGHT. [10Marks)

Semester-I

1. Overview of Computer system. (5L,5M)

- i. Five parts of Computers:- Input unit, output unit, Memory, arithmetic & logical unit control unit.
- ii Types of computer- digital and analog, General purpose and specific purpose, microcomputer, minicomputer, Mainframe computer and Super computer.
- lii Primary memory and Secondary memory, RAM & ROM.
- Iv General Terminology used by computer specialists – Hardware, Software, Compiler, Interpreter, Operating system etc.
- v. Secondary storage devices:- Floppy disc, Magnetic disc, magnetic tape, compact Disk, DVD.

2. Introduction to Number System. (5L,5M)

Decimal Number System , Binary Number System, Conversion of decimal number and Binary numbers and vice a versa.

3. Windows (10L,8M)

- i. Types of Windows- windows Elements-Desktop, Icon, Taskbar system tray, Start Button, Arrow pointer.
- ii. Start and Close windows.
- iii. Operations on windows- Move, Resize, Minimise, Maximum, Restore and close.
- iv. To use controls check box, command button , List box, Radio button, slider, Scroll bar, Menus- start menu , To choose menu operations- close menu.
- v. Create a new folder, Open, Rename, Close and Delete a folder.
- vi. Use a Window Explorer.
- vii. Use of Recycle Bin and My Computer Icon.

4. Introduction to Word.

(3L,2M)

To start word- Use of drawing, Standard, formatting Tool bar- To quit word

5. Document Processing

(10L,8M)

To creat a New Document- To open a Document-page set-up-Margin, paper size, to set a tabs, Line Spacing, to set fonts- align text, to enter a data in document, change font size , underline, getting colour, setting special effects, save a documents, auto size , save preview a deocument, to print a documents.

6. Editing a Document

(6L,6M)

To select text editing:- To insert a text, To delete a text, To move text within a Document and from one document to another document.

7. Mail Merge and Table

(6L,6M)

- i. Mail merge facility to creat and print from letters for mailing list.
- ii. To create simple table, To add and delete rows and coloumns, to adjust column width, to align cell contents, to use draw table feature, to print a table.

Semester-II

In the second semester 12 practicals, each of 4periods duration based on above theory should be conducted.
